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Report For Week Ending 15 January 1957
From
Records Center

During this week the following accessions were made:

MS	1 Cu. Ft.
OTR	4 " "
OCI	8 " "
ORR	6 " "
OSI	13 " "
OCR	83 " "
OO	15 " "
OL	3 " "
Sub-Total:	133 Cu. Ft.
Finished Intelligence	37 " "
Total:	170 Cu. Ft.

V M Material	617 Cu. Ft.
Records Holdings	18,913 " "
Distribution Material Holdings	11,304 " "
Total:	30,834 Cu. Ft.

Distribution Material Disposed of at Center	18 Cu. Ft.
Distribution Material Transferred from Center	10 " "
Records Disposed of at Center	0 " "
Records Transferred from Center	0 " "

Accessioning

A total of 101 cubic feet of inactive personnel folders have been received to date. The dates of separation of the employees involved were from 1948 through 1953 inclusive. Contact with the Office of Personnel indicates that the folders of employees separated in 1954 will be received in the near future.

General

Applications for external training at the American University have been filed by six employees of the Center, these applications are now being processed through the Office of Training.

Messrs. [] are presently attending the Writing Workshop being offered at [] This course is for four hours each day for a two week period.

The extremely cold weather of the last few days has again caused heavy condensation on the northwest wall on the second floor of the Records Center building.

The Center was visited during this week by [] of the Office of Commo/Cryptograph. [] expressed interest in

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having records of his division surveyed in order that they might be retired to the Records Center

The Center is presently undertaking the project of reboxing and inventorying all the map negatives stored here for Vital Materials.

The Chief of the Records Center was at Headquarters for two days during the past week working with the Chief of Records Management Staff on establishing the need for immediate expansion of the Records Center building.

The Records Center was requested to review specifications for a declassifying machine that the Building Planning Staff is thinking of using in the new building. From the specifications it appears that this machine will accomplish the desired results, however in the Center there is no space for its installation. [redacted] OL/ Real Estate and Construction Division was contacted relative to space in the proposed expansion of the Records Center. He indicated that there would be ample space in the basement of the new addition but that if a fourteen foot ceiling was needed he should be notified immediately in order to effect changes on the blue prints. Mr. [redacted] of the Building Planning Staff has been notified of the situation.

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The Records Center is now making plans to recommence its internal training program for all employees.

[redacted]

Chief, Records Center

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The following figures indicate the space utilization by operating component within the Center:

<u>Operating Component</u>	<u>Available</u>	<u>Utilized</u>	<u>Total</u>
Supplemental Distribution	1,990	9,920	11,910
DD/P	3,092	5,638	8,730
DD/S	1,384	6,476	7,860
DD/S (Compt.Grilled Area)	343	137	480
DD/I	654	6,156	6,810
DD/I (Grilled Area)	1,872	1,908	3,780
DCI	37	23	60
Map Negative	<u>673</u>	<u>917</u>	<u>1,590</u>
TOTAL:	10,045	31,175	41,220